

FRESNO, CALIFORNIA
CLASS SPECIFICATION
LAW OFFICE MANAGER

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Law Office Manager is the second level in a two level Legal Support series. Incumbents are responsible for performing office management duties which require a thorough knowledge of procedures, methods and techniques of attorney support services as well as the policies and procedures in the City Attorney's Office. Incumbents are also responsible for supervising legal support staff.

The Law Office Manager is distinguished from the Legal Secretary by its responsibility for supervising staff and law office operations.

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

1. Supervises legal support staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, promotional, disciplinary and termination recommendations.
2. Supervises the day-to-day law office operations, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards.
3. Prepares and maintains a variety of records, files, reports, and/or other related information related to operational activities for the law office.
4. Reviews a variety of legal documents to ensure proper procedures have been followed prior to processing, filing, and/or recording.
5. Communicates and confers with attorneys, internal legal staff, courts, the general public, and/or other interested parties over the phone, through correspondence, and in person.
6. Assists the public and various local agencies with inquiries and searches of public records.

Daily
25%

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Daily
25%

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Daily
10%

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Daily
10%

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Weekly
5%

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
7.	Participates in coordinating and monitoring <u>law office</u> budget, including preparing cost estimates for budget recommendations and monitoring office expenditures.	Weekly 5%
8.	Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information.	Weekly 10%
9.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Four years of increasingly responsible legal secretarial experience with substantial background working within a law office or the court system, including one year of lead experience, and completion of legal secretarial training or a law office management course are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

Some positions, based on assignment, may require:

- Basic Class C License

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Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Budget administration principles and practices;
- Office procedures, principles, practices and equipment;
- Customer service policies, principles and practices;
- Legal procedures and practices involved in composing, processing and filing a variety of legal documents;
- Mathematical concepts;
- Recordkeeping principles and practices;
- Financial recordkeeping procedures and methods;
- Filing principles and practices;
- Legal documents;
- Legal terminology.

Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Developing and administering budgets
- Using computers and applicable software applications
- Preparing, analyzing, and maintaining operational records
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Providing customer services
- Analyzing and preparing a wide variety of varied and complex legal documents
- Applying researching methods
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Dealing diplomatically and effectively with public officials, fellow employees and the public
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing and talking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the law office.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)
Date: 11/2007